

\*\*\*\*\*PLEASE POST\*\*\*\*\*

## CITY OF ASHEBORO

### JOB OPPORTUNITY ANNOUNCEMENT

VACANCY #1711

Opening Date: Wednesday, October 12, 2016

Closing Date: Wednesday, October 19, 2016

## **Billing and Collections Clerk I**

**Flexible Part-Time Hours (15-18 hours per week)**

**(Billing & Collection / Finance Department)**

An employee in this class is responsible for a) accurately receiving and accounting for large sums of money from the public in payment for utility service and b) the billing process for utility billing and garbage services and c) opening / closing utility accounts for customers. Considerable tact and courtesy are required in extensive contact with the public. Work is performed according to established and well-defined procedures and is supervised through observation and a review of cash register totals, cash receipts, related records, and balancing performance. Public feedback is also taken into account when evaluating performance. Work is performed under the direct supervision of the Finance Director.

### **Qualifications:**

Graduation from high school; experience in general office work involving considerable public contact; experience as a teller or cashier, or any equivalent combination of experience and training. Must be able to lift 5 to 10 pounds. Will work mainly in a climate-controlled office setting.

**Pay Rate: \$13.74 per hour**

**Procedure for Receiving Applications:** Please pick up applications from the Human Resources Department and send or deliver them to Lesia Cox, Human Resources Specialist, City of Asheboro, 225 East Academy Street, Asheboro, NC 27203 by 5:00 p.m. on Wednesday, October 19, 2016. The City of Asheboro is an at-will, equal opportunity employer.